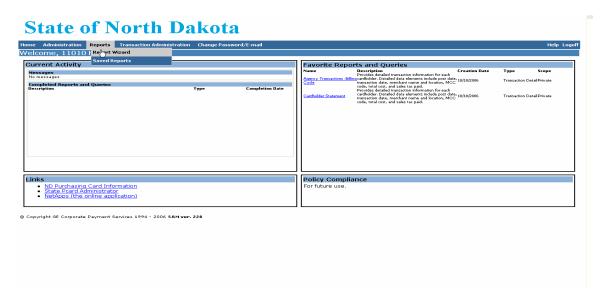
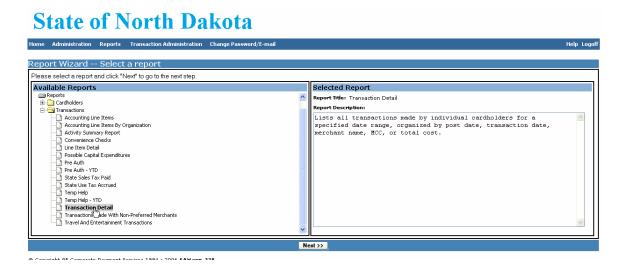
SAM TRANSACTION REPORT

Use this when you want to see your transactions for a statement period or a particular period in time.

Click on "Reports" and then "Report Wizard"



Open up the "Transactions" Folder and choose "Transaction Detail"



Click "Next"

At this point you can choose all your cardholders by choosing "Select All". Or you can choose just the ones you want to view by clicking on one cardholder name and holding down the Crtl key for the others.

Click "Next"

Select the radio button "User defined entry" and enter the date range you want to see.

State of North Dakota
Home Administration Reports Transaction Administration Change Password/E-mail Help Logol
Transaction Detail Report Wizard, Dates Selection
Please select Date(s) to be applied for the Transaction Detail Report and click "Next" to go to the next step.
Transaction Post Date
Quick select: Current Month
By Billing Cycle: 08/04/2006 to 09/03/2006
By Accounting Cycle: 09/04/2006 to 10/03/2006
By Month: January
By Quarter: Guarter 1
By Years 2006
User defined entry: 09/05/2006
<pre> « Previous</pre>
2 Countable 65 Councerto Daumont Soutier 1994 v 2006 68M upp 228

Click "Next" You will see this screen and you can choose different sorts. It defaults to Post Date – Ascending.

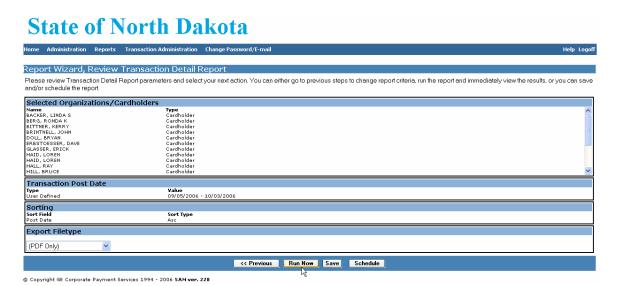


Click "Next" You will see the criteria you have chosen. At this point you can "Run Now" or "Save". It might be good idea to save this report because it is one that you will need to run on a monthly basis, since you will not be receiving an agency statement from GE. If you check the box that says "Create bookmark homepage" – this will appear on your homepage when you open up SAM under Favorite Reports and Queries.

State of North Dakota



Click "Run Now"





Click on "Export"

Grouped By Organization, Cardholder Name Sorted By Post Date Asc Transaction Post Date Between 09/05/2006 And 10/03/2006							
		Transaction Post Di	ate Between 09/05/2006 And 10/03/2006	•			
SAM 1.00 Seed Data			User ID: hjust Printed: 10/23/2006 02:02:48 pm				
							Organizatio Cardhol Post Date
11010 OME	- FAC MGM	Г					
BERG, I	RONDA K						
09/07/2006	09/05/2006	PRAIRIE ROSE DATA PROD	701-2322497, ND 581040000	5969	\$259.73	\$0.00	
09/07/2006	09/05/2006	PRAXAIR DIST-ACCUPAY	ANKENY, IA 50021	7692	\$13.66	\$0.00	
09/11/2006	09/08/2006	BROWN & SAENGER	SIOUX FALLS, SD 571040000	5021	\$74.95	\$0.00	
09/13/2006	09/11/2006	ADVANCED BUSINESS METH	701-2580210, ND 585020000	5999	\$200.00	\$0.00	
09/14/2006	09/12/2006	IMAGE PRINTING INC	BISMARCK, ND 585010000	2741	\$413.00	\$0.00	
09/14/2006	09/13/2006	MHP SWEETS ARCH & ENGR	800-442-2258, NJ 08520	5969	\$199.00	\$0.00	
09/14/2006	09/13/2006	MHP SWEETS ARCH & ENGR	800-442-2258, NJ 08520	5969	-\$210.94	\$0.00	
09/18/2006	09/14/2006	N DAKOTA SOCIETY CPA'S	GRAND FORKS, ND 582010000	8699	\$125.00	\$0.00	
09/18/2006	09/14/2006	OFFICE DEPOT #445	BISMARCK, ND 58504	5943	\$38.15	\$2.16	
09/19/2006	09/16/2006	PRAIRIE ROSE DATA PROD	701-2322497, ND 581040000	5969	\$156.17	\$0.00	
09/20/2006	09/19/2006	ALLTEL PHONE PAYMENT	800-255-8351, AR 72202	4814	\$82.45	\$0.00	
09/27/2006	09/26/2006	N DAKOTA SOCIETY CPA'S	GRAND FORKS, ND 582010000	8699	\$125.00	\$0.00	
09/29/2006	09/27/2006	AACTION MOVERS	7012235535, ND 58501	4214	\$258.00	\$0.00	
10/02/2006	09/28/2006	ECONOMY.COM, INC.	8662753266, PA 19380	7399	\$13,092.50	\$0.00	
10/03/2006	10/02/2006	ND ADVERTISING SERVICE	BISMARCK, ND 58503	8398	\$129.14	\$0.00	

From here you can either "Open" or "Save" the file.